

# TITLE ONE NEWS



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## Important dates and deadlines

Supplement not supplant methodology documentation must be complete Dec. 10. This documentation does not have to be submitted to the Kentucky Department of Education (KDE) at this time but should be kept on file at the district. Additional information on the methodology can be found in the [November newsletter](#), the October and November webinars and accompanying PowerPoints located on the [Title I, Part A documents and resources webpage](#).

## On the web

- [November new coordinator cadre webinar](#) and [accompanying PowerPoint](#).
- The [Title I, Part A Handbook](#) has been updated to include the required set-aside for students experiencing homelessness. More information on this requirement is provided in the newsletter and will be covered in the December webinar.

## New coordinator cadre

This month's webinar will take place from 10-11 a.m. ET Dec. 12 and will include information on Person Role Manager and providing services to children and youths experiencing homelessness.

Title I coordinators with three years or less of experience interested in participating should email [title1reports@education.ky.gov](mailto:title1reports@education.ky.gov) for more information. Individuals who have participated in previous new coordinator webinars are automatically registered for the next month's webinar and do not need to register again each month.

## Providing a reasonable per pupil amount to all Title I schools

The allocation each Title I school receives is based on the per pupil amount (PPA). The district determines the PPA for each school based on their rank and needs assessment. The PPA is multiplied by the number of low-income students at each school to arrive at the total allocation for that school. The U.S. Department of Education (USED) does not specify minimum or maximum amounts for PPAs. Districts must serve schools in rank order, meaning the PPA of a school with a higher poverty percentage cannot be less than the PPA of a school with a lower poverty percentage.

Some districts choose to serve all schools at the same PPA, while others opt to vary the amounts. It is not unusual to see districts prioritize elementary schools over middle and high schools using grade span grouping. It should be noted that even when using grade span grouping, schools within each grade span must be served in rank order according to poverty percentages. USED's [non-regulatory guidance on the allocation of Title I funds](#) reminds districts to keep the purpose of Title I, Part A funding in mind when deciding the PPAs for their schools.

According to the guidance, "In determining what per-child amount to allocate, the LEA (local education agency) should bear in mind the purpose of such funding – to enable children who are most at risk of not meeting the state's challenging student academic achievement standards. The per-child allocation amount must be large enough to provide a reasonable assurance that a school can operate a Title I program of sufficient quality to achieve that purpose."

The desire to distribute Title I funds to as many qualifying schools as possible could result in spreading resources too thinly and ultimately undermine the program's goal of raising the achievement of educationally at-risk students. It is the coordinator's responsibility to ensure that the allocation each school receives is sufficient to run a quality Title I program.

## Best practice: Inventory and labeling

The district is responsible for creating and maintaining financial management systems that align and comply with federal requirements. Districts receiving Title I, Part A funds must maintain an up-to-date inventory of equipment, supplies and pilferable items purchased with those funds. The district must assure that assets are used only for authorized purposes. Properly labeling purchases made with Title I, Part A funds is part of a successful inventory management system. Labels should be permanent in nature and include, at a minimum, the district name and identify that the purchase was made with Title I funds. Tips on proper inventory management and labeling are found in the [November new coordinator webinar](#) and the [inventory guidance document](#) located on the [Title I, Part A documents and resources webpage](#).

## Update: Required set-aside for students experiencing homelessness

ESSA 1113(c)(3)(A) states that districts are required to reserve “such funds as may be necessary” to serve homeless students attending both Title I and non-Title I schools. Districts must reserve funds for homeless children regardless of whether the district receives a McKinney-Vento Grant and must reserve funds even if all schools in the district are Title I schools. The set-aside must take into account homeless students enrolled in private schools, institutions for neglected children, and local institutions for delinquent youths. If there are no students identified as homeless, funds should still be set aside in the event that homeless students are identified during the school year.

There is not currently a formula for determining the appropriate amount for the homeless set-aside, but four commonly accepted methods are:

- **Conduct a needs assessment in conjunction with local social services or shelters.** The homeless liaison can work with local homeless assistance agencies, shelters, and other social services providers to determine the services homeless children need and the appropriate amount to pay for them.
- **Obtain a count of homeless students and multiply the number by the local education agency's (LEA) Title I, Part A per-pupil allocation.** If surveying the school staff, it is crucial to ensure that staff understand the law's definition of homeless as well as prohibitions on segregating or stigmatizing homeless students.
- **Match or exceed the district's McKinney-Vento subgrant.**
- **Use a percentage based on district poverty level.** If using this method, it is recommended that the district examine comparison data (such as student mobility rates) in order to better estimate the appropriate percentage.

The [August 2017 newsletter](#) includes tips to determine how much to set aside for homeless children and youth in your district. All districts must set-aside an adequate amount for homeless students at both Title I and non-Title I schools when submitting the application revision in the Grant Management Application and Planning (GMAP) system. This change is not required until the revised 2018 allocations are released. Districts whose original applications have already been approved by a KDE consultant do not need to alter their applications until revised allocations are released and entered into GMAP.

## More on field trips funded by Title I

Using Title I funds to pay for field trips was covered in the [September Newsletter](#). The ability to use Title I funds for field trip expenses is often determined on a case-by-case basis as the unique circumstances of a school or district may play a factor in the allowability of a particular expense. Districts are encouraged to contact their [KDE consultant](#) with any questions regarding the allowability of expenses related to field trips including overnight field trips.

## Contact Information

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